

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time **RECEIVED**
SECRETARY OF THE SENATE
PUBLIC RECORDS

2018 AUG 10 PM 3:51

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS** IN 232 HART BUILDING

Name of Traveler: Susan Chandler Smith

Employing Office/Committee: Senate Republican Conference

Travel Expenses Paid by (List all sources): Congressional Institute

Travel Date(s): January 31- February 1, 2018

Description/Title of Attached Forms: The RE-1 form approved by the
Ethics Committee and Congressional Institute invitation.

Purpose of Amendment (describe the reason for amending original submission):

I did not originally submit the final form approved by
Ethics Committee

8/10/2018
(Date)

Susan Chandler Smith
(Signature of Traveler)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:
ETHIC DEC21 17PM 5:21

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Susan Chandler Smith

Employing Office/Committee: Senate Republican Conference

Private Sponsor(s) (list all): Congressional Institute

Travel date(s): January 31 - February 1, 2018
Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): The Greenbrier, White Sulphur Springs, WV

Explain how this trip is specifically connected to the traveler's official or representational duties:

Deeper understanding of the policy issues the Senate will be working on in 2018 so we can better communicate them to the public.

803
As Communications Director for the Senate Republican Conference, the policy conference will give me a greater understanding of the important policy issues in 2018 which will allow me to advise

Name of accompanying family member (if any): Senate GOP leadership how best to communicate the issues to the public. The policy conference will also allow me to better help communicators understand the issues and ways to communicate them.

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12/21/2017
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator John Thune hereby authorize Susan Chandler Smith
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

12/21/2017
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

Smith, Chandler (Republican-Conf)

To: Congressional Institute
Subject: RE: House & Senate Republican Member Conference: Registration

House & Senate Republican Member Conference

Wednesday, January 31, 2018 -
Thursday, February 1, 2018
The Greenbrier



**PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY,
JANUARY, 1, 2018!!!**

Dear Chandler,

The Congressional Institute is once again honored to host the annual House & Senate Republican Member Conference, from Wednesday, January 31, 2018, through Thursday, February 1, 2018, at the The Greenbrier in White Sulphur Springs, West Virginia. We are developing a robust conference program with informative guest speakers and productive working sessions. This conference is designed to strengthen professional relationships, educate attendees on policy issues and best practices, and encourage productive conversations with House & Senate colleagues.

Packet pickup will be held on Tuesday, January 30, 2018, on the Hill. Luggage drop will occur from 7:15 AM to 7:45 AM on Wednesday, January 31, 2018. To maximize working time, we will depart the Capitol Steps at 8:00 AM on Wednesday, January 31, 2018, via group transportation. The bicameral portion of the conference will tentatively conclude at 4:30 PM on Thursday, February 1, 2018. The group will depart the hotel by bus and return to the Capitol Steps at approximately 8:30 PM. The House will continue in session through Friday, February 2, 2018.

To Register:

Step 1: Submit Ethics Packet by Monday, January 1, 2018

To comply with Ethics rules, you need pre-authorization from the Select Committee on Ethics. Download a copy of the Institute's Private Sponsor Travel Certification Form and submit it with your completed Traveler Form by Monday, January 1, 2018, to the Select Committee on Ethics.

Failure to do so means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Additionally, you must file a travel disclosure statement with the Office of Public Records within 30 days of your return.

Step 2: Register with the Congressional Institute

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation, meetings and other activities during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

To Register: [Register for House & Senate Republican Member Conference](#)
Email Address: chandler_smith@src.senate.gov
Access Code: yUcT8zNbJY

If you are unable to attend, please use the following link to [decline this invitation](#).

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. Also, please review our [Frequently Asked Questions](#). In the meantime, if you have any questions, special concerns, or need additional information, please call 703-837-8812 or email rsvp@conginst.org. We look forward to seeing you at The Greenbrier!

Sincerely,
Mark Strand, President
The Congressional Institute
(703) 837-8812 - Office
strand@conginst.org

[Sign up for the Congressional Institute's e-newsletter!](#)

If you are not the correct contact for this office, please [reply to this email](#) with the updated contact information instead of [unsubscribing](#).

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